



Department of Accounts Charge Card Bulletin

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Bulletin 2005-01

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Introduction of the Charge Card Bulletin

The DOA Charge Card Administration team is happy to announce the implementation of the new Charge Card Bulletin as a means of communicating important information to the Purchase and Travel Card Program Administrators (PA's) throughout the Commonwealth.

The bulletins will reside on DOA's Charge Card Administration webpage under Payroll Operations and Charge Card Administration.

(http://www.doa.virginia.gov/procedures/Payroll/Charge_Card_Administration.htm). The link entitled Charge Card Bulletins directs you to a page containing each bulletin. Small Purchase Charge Card Program and Travel Charge Card Program web pages will continue to contain specific information unique to each program. The links to both of these sites are listed on the left hand side of the page. We ask that you bookmark these pages so that you can easily reference pertinent information regarding the programs.

It is imperative that your agency keep us up-to-date on your PA's contact information. Anytime there is a change of email, phone, fax, or address, please let us know in order to keep our records current.

The Charge Card Bulletins will also be used to communicate upcoming events of interest such as the Procurement Forum in Roanoke, Supplier conferences, etc. If there is any event related to purchasing or travel which may be of interest to Commonwealth PAs, please email spcc@doa.virginia.gov so that the information can be shared in an upcoming release.

Purchase and Travel Charge Card Vendor Changing!

The Department of Accounts issued an RFP for the Purchase and Travel charge card programs earlier this year. After much time and effort spent by the evaluation panel, the decision was made to award the contract to GE Corporate Payment Services which is a MasterCard platform.

The transition process has already begun from a high level approach between DOA and GE MasterCard. The anticipated roll out of the new cards will be in October of this year. We will begin using the new Charge Card Bulletins as the means of communicating all Implementation News and other items of interest.

Training Dates for New Program

Regional Training sessions for the Program Administrators of the Purchase and Travel Card Programs will be held during September. This training is targeted for the PAs and their backups to learn how to navigate



through GE's suite of Program Management and Reporting tools. Each session will last approximately 2 hours and will include a Q&A period. Prior to the training dates, each PA will receive the GE/COV PA Guide applicable to the programs they administer.

Each participant must complete a registration form selecting a 1st and 2nd choice of training sessions. A confirmation email will be sent back to the registrant with directions to the assigned training location.

For anyone unable to attend any of these on-site sessions, online training will be available. DOA's PowerPoint training will be updated to reflect the change in vendor, terminology, and procedures where applicable.

The training dates and locations are listed below. The registration form required for attendance is provided at the end of this bulletin.

Monday, Sep 26th 9AM & 1PM Lynchburg (VDOT)

Tuesday, Sep 27th 9AM & 1PM Fairfax (George Mason)

Wednesday, Sep 28th 9AM & 1PM Richmond (Monroe Bldg)

Thursday, Sep 29th 9AM & 1PM Norfolk (Norfolk State)

Friday, Sep 30th 9AM & 1PM Richmond (Monroe Bldg)

All Program Administrators for the Purchase and Travel Card Programs must attend the training for implementation of the new GE MasterCard program.

This is a Train-the-Trainer program; therefore all individuals involved in the program do not need to attend. After receiving the training each PA should return to the agency and provide the appropriate training needed for each remaining staff member.

If your schedule does not permit you to attend on any of the above dates, please indicate so on the registration form.

**Registration Form
Purchase and Travel Card Program
GE MasterCard Training**

Agency Number: _____

Agency Name: _____

Individual's Name: _____

Phone: _____

Email: _____

Program Administrator for: Purchase Card ____ **Travel Card** ____ **Both** ____

Please indicate 1st and 2nd choice training sessions you would like to attend:

Monday 9/26	VDOT Lynchburg	9am ____
		1pm ____

Tuesday 9/27	George Mason University	9am ____
	Fairfax	1pm ____

Wednesday 9/28	James Monroe Conf Room E	9am ____
	Richmond	1pm ____

Thursday 9/29	Norfolk State University	9am ____
		1pm ____

Friday 9/30	James Monroe Conf Room E	9am ____
	Richmond	1pm ____

Unable to attend any of the above sessions _____

Please fax this form to 804-225-3499

You will receive an email confirmation with directions to the location.